Planning Department
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Hamilton, MT 59840
Phone 406-375-6530
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FLOODPLAIN PERMIT APPLICATION SUBMITTAL REQUIREMENTS

To initiate the permit process, you will need to submit <u>two copies</u> of the completed "Joint Application" to the Ravalli County Planning Department along with the application fee of $500 and the applicable items below. The following requested information applies to all proposed projects within the regulatory 100-year floodplain.

1. **A list of adjacent property owners and their mailing addresses.** Adjacent property owners include those on the other side of roads, creeks, rivers, etc. if applicable. (Information available at the Ravalli County Clerk & Recorder's Office.)

2. **Copies of any other regulatory permits that you have obtained or for which you have applied.**

3. **A detailed site plan, drawn to scale, showing the following:**
   - Property boundary lines of the subject property and those in the immediate vicinity of the project
   - Approximate location of all floodplain boundaries in the vicinity of the project as depicted on the floodplain map(s). (Maps available at the Planning Department.)
   - Location of existing improvements or structures in the vicinity of the project, including but not limited to driveways, roads, culverts, bridges, buildings, wells, and septic systems
   - Location of all existing physical features in the vicinity of the project, including but not limited to ponds, swales, streams, rivers and irrigation ditches
   - Location and dimensions of all proposed improvements or structures, including but not limited to driveways, roads, culverts, bridges, ponds, buildings, wells and septic systems
   - Location of any fill that is proposed to be placed in the floodplain

4. **A statement specifying the amount of fill that is proposed to be placed within the floodplain and supporting calculations.**

5. **A statement that addresses how the proposed project meets each of the minimum development standards in Chapter 4 of the Ravalli County Floodplain Regulations.** All statements regarding engineered designs must be certified and signed by a licensed engineer.

6. **For a residential structure submit:**
   - Drawings and dimensions of the structure
   - The parcel's existing topography in 1' contours including the ground elevation at the location of the proposed house and the calculated height of the 100-year floodplain as identified by a licensed surveyor, engineer or architect
   - Calculations for the amount of fill (in cubic yards) to be placed in the floodplain
   - Specifications for the fill material (type of material, sizes, etc.)
   - A completed Elevation Certificate based on construction drawings prepared by a licensed surveyor, engineer or architect

7. For a building (other than a residential structure) submit:

- Drawings and dimensions of the building
- The parcel's existing topography in 1' contours including the ground elevation at the location of the proposed building and the calculated height of the 100-year floodplain as identified by a licensed surveyor, engineer or architect
- A statement indicating which of the two development standards will apply: 1) construction on fill (include fill calculations) or 2) commercial/industrial structure flood proofing
- A completed Elevation Certificate based on construction drawings prepared by a licensed surveyor, engineer or architect

8. For bank stabilization projects submit:

- Historical overview of trends in the river movement (if any)
- Description of existing conditions and the objectives of the project
- A short description of design alternatives that were considered, if any, but rejected, and an explanation of why each one was rejected
- Typical cross-section (based on survey data) of the river from bank to bank, which shows the existing condition and proposed treatment and the height of the 100-year flood event, base flow elevation, and bank full elevation
- Longitudinal profile of the river surface and bed in the project area
- Plan view (using an aerial photograph as a base) of the project area which shows the beginning and ending points of the treatment and the various types of treatment
- Specifications for the treatment material (type of material, sizes, quantities, etc.)
- Calculations and hydraulic documenting that the proposed project will not raise the elevation of the 100-year base flood elevation
- Description of project implementation (project phases, sediment control, staging areas, cleanup, etc.)

9. For a bridge submit:

- Drawings and specifications for the bridge as certified by a professional engineer
- Calculations for the amount of fill proposed to be placed in the floodplain
- Calculations and hydraulic model documenting that the proposed project will not raise the elevation of the 100-year flood (i.e. .00') as documented on the floodplain maps. If located in a detailed study area, the issuance of a CLOMR prior to permitting and LOMR upon completion is required.
- A minimum of five (5) cross-sections including one at the location of the proposed bridge which shows the existing condition and the 100-year base flood elevation. If located in a detailed study area, the cross-sections must tie into the existing cross-sections both upstream and downstream of the project site.

10. For a pond submit:

- Description of existing conditions and the objectives of the project
- Calculations for the amount of material to be removed from the pond
- Location of where the excavated material will be placed outside of the floodplain

11. For a road/driveway submit:

- Description of existing conditions and the objectives of the project
- Calculations showing that the culverts are adequately sized to convey the 100-year base flood

Once your final application is received, it will be reviewed to ensure the information supplied is sufficient. If the application is not sufficient, you will receive a letter explaining the deficiencies. As part of the review process, the adjoining property owners will be notified about the proposed work and a legal notice will be placed in the newspaper containing a brief description of the application. Provided that any additional information requests are complied with, a decision is typically made within 60 days of when your application is deemed sufficient.

Revised 7/2/2008

Please read carefully.

INFORMATION FOR APPLICANT

BEFORE YOU BEGIN

1. Review "*A Guide to Stream Permitting in Montana*" to determine which permits are applicable to your project. This guide is available from all participating agencies and on line at www.dnrc.mt.gov/permits/default.asp. Please note: permits may be required from other agencies than those listed on this form. You must apply to those agencies on separate forms if the law applies.
2. A plan or drawing must be attached to the application. Some agencies require that this be provided by a professional engineer or other expert.
3. Keep in mind that you will be required to design your project in a manner that minimizes impacts, including sedimentation and erosion during and after project construction. Your project must be designed to preserve and protect the river or stream in as natural condition as possible. Contact agencies to find out if specific criteria apply to your project.
4. You will need a project site legal description and a site map. You may obtain land descriptions by contacting the county assessor or clerk and recorder office. Aerial photographs sometimes may be obtained by contacting your local conservation district, or if you have the internet, you may obtain photos of the project site through the state's natural resource inventory system (www.nris.mt.gov), or through a mapping website such as map quest or google earth.
5. Know that vegetation is important to the stability and health of the stream. Vegetation removal must be kept to a minimum and bare ground must be replanted. Weeds must be controlled in the area until vegetation is established.
6. For a reference guide, most participating agencies have copies of a notebook entitled "*Montana Stream Permitting: A Guide for Conservation District Supervisors and Others,*" that contains information about stream dynamics and describes various options for projects. The book is also available on DNRC's website: www.dnrc.mt.gov.

HOW TO APPLY:

The joint application form can be used to obtain permits from the local, state, and federal agencies listed in the box below. The box below describes the joint application participants and the permits covered; contact information; application procedures; time frames; and fees.

After completing this form, send the required number of copies, with original signatures, to each applicable agency. Each agency issues separate permits. You must obtain individual authorizations or permits from each agency to which you apply before conducting your work.

Fees listed are for information only. Contact the responsible agency for information about fees.

√	PERMIT/ WHO MUST APPLY	AGENCY	AGENCY CONTACTS / ADDRESSES AND ADDITIONAL INFORMATION	APPROX. REVIEW TIME	FEES
	310 Permit Private citizens and companies working in or near perennial streams.	Local Conservation District	Submit three copies of application, maps, and plans to conservation district. To locate local office, call MT Assoc. of Conservation Districts (406) 443-5711 or Conservation Districts Bureau, DNRC (406) 444-6667; or visit www.dnrc.mt.gov/cardd/consdist/default.asp	30 – 60 days	No fee
	SPA 124 Permit Governmental entities working in any stream.	Montana Department of Fish, Wildlife & Parks (DFWP)	Submit a set of preliminary plans or sketches with application. To locate appropriate office, call DFWP in Helena (406) 444-2449. For projects sponsored by DOT, send two sets of plans to Helena DFWP, Box 200701, Helena, MT 59620-2701.	60 days	No fee
	Floodplain Permit Applicants proposing new construction within designated floodplains.	City or County Floodplain Administrator	All required local, state, and federal permits must be issued before a floodplain permit can be issued. An applicant may be required to hire a professional engineer. Prior to submitting this application form, contact the local floodplain administrator at the city or county office. To locate the appropriate office, contact DNRC Water Resources Division (406) 444-0860 or visit: www.dnrc.mt.gov/wrd/water_op/floodplain/default.asp.	60 days	Varies city or county. Inquire locally. ($25 - $500+)

	Section 404 Permit Applicants working in any stream and in wetlands. **Section 10 Permit** Applicants working on Yellowstone, Missouri, or Kootenai Rivers or their reservoirs.	U.S. Army Corps of Engineers (COE)	Submit one copy of application plus a set of construction plans or sketches of the proposed project, if available. See special signature requirements following "Information for Applicant". US Army Corps of Engineers, 10 West 15th Street Suite 2200, Helena MT 59626; (406) 441-1375.	30 - 120 days	Varies ($0 - $100) You will be contacted if fee applies.
	318 Authorization Activities that cause temporary turbidity in any state water. Applies only for work carried out in water.	Montana Department of Environmental Quality (DEQ)	**Do not send this form directly to DEQ if applying for a 310 or 124 permit**. You will be notified if you must apply directly to DEQ during the 310 or 124 permit review. If you are not applying for a 310 or 124 permit, apply directly to DEQ with $150 fee enclosed.. Dept. of Environmental Quality, Permitting and Compliance Division, Water Protection Bureau, Box 200901, Helena MT 59620-0901; (406) 444-3080.	30 days after application and fee are received.	$150 (318)
	401 Certification Activities that may adversely affect state water quality standards.		Depending on the type of 404 permit you may have obtained from the U.S. Army Corps of Engineers, a 401 Water Quality Certification of that 404 permit by DEQ might be necessary. To determine if a 401Cetification is necessary, Contact the U.S. Army Corps (406) 441-1375 or DEQ (406) 444-3080.		$300 - $10,000 (401)
	Navigable Rivers Land Use License/ Easement -- Projects in, on, under, or over navigable waters.	Montana Department of Natural Resources and Conservation (DNRC)	Additional fees, a land survey, and other information will be required. Contact the local DNRC land office for information. To locate appropriate Land Office, call (406) 444-2074. To determine if your project is on a navigable waterway, visit: www.dnrc.mt.gov/trust/default.asp	License – up to 60 days. Easements – up to 90 days.	License $25 Easement $50, plus annual fee

INSTRUCTIONS FOR FILLING OUT THE JOINT APPLICATION:

The sections indicated below correspond with sections on the application form. Sections A, B, and C must be completed for all applications. Section D is to be completed only if you are applying for a Floodplain Permit, Section 404 Permit, or Section 10 permit.

A. APPLICANT INFORMATION. The applicant can be the landowner or any authorized agent of the landowner. The name and address of the landowner where the project will be constructed are required if different from the applicant. If a contractor will be used to do the work, provide the contractor's name and contact information. Be aware that the issuance of any permit does not give permission to carry out a project on land that is not owned by the applicant. The applicant has the duty to secure necessary landowner authorization.

B. PROJECT SITE INFORMATION. This information is required to locate the site and the water body where the work will be completed. If it is not clear how to get to the site, be sure to include written directions. Attach an additional sheet or site map that clearly shows the project location and any identifying landmarks. Geocodes help locate the property where the project will be constructed and are available online at: **www.gis.doa.state.mt.us/cadastral/textsearch.html** Leave the Geocode line blank if you don't have access to the internet.

Check the DNRC website to determine if your project will be conducted on a state navigable waterway. If so, a copy of this application must be mailed to DNRC's Trust Land Management office. The address and website are listed in the box above. If you do not have the internet, you can call any local Land Office or the number listed in the box above.

C. PROJECT INFORMATION. This section provides space for you to describe your project and the steps you will take to minimize impacts. Projects must be constructed in a way that minimizes impacts to the water body and that keeps rivers and streams in as natural state as possible. Some agencies and conservation districts may require you to follow specific standards for project design, materials used, or re-vegetation.

1. Type of Project. Check all boxes that apply to the proposed work. If your project type is not listed, check other and describe what type of project you are proposing.

2. Be sure to attach a plan or drawing that includes the information requested. Your application will be rejected if project plan or drawing is not provided.

3. Annual Maintenance. Conservation districts may authorize minor maintenance activities for up to ten years. If the proposed work will be conducted each year, check this box and attach an annual plan of operation. An annual plan of operation must include the nature and extent of work to be conducted each year. It should also include, at minimum, a detailed description of the work to be done, the timing of the work proposed, and the amount of streambed materials to be removed or disturbed, as well as other information required by the district. If the conservation district authorizes an annual maintenance permit, you still may be required to seek approval from other agencies each year prior to doing work.

4. Proposed Construction Date. The timing of construction is an important factor in determining impacts to water quality, fish, and aquatic life. Authorizations/permits may contain timing restrictions on construction activities. Note when you plan to start work and how long it will take to complete. Keep in mind it can take 30-120 days or more after an application is complete to receive permits you need to begin your project. Plan ahead.

5. Purpose. Describe the need and purpose of the proposed work. What will it be used for and why?

6. Current Condition. Describe the current condition of the site. Include the type of existing vegetation, bank condition, slope, and height of bank. Note other structures such as riprap, dikes, bridges, irrigation facilities, road crossings, or homes. You may provide photos in addition to the description.

7. Brief Description. Describe briefly what you propose to do and how you plan to construct it. Other places in the application will allow for more detailed information.

8. Project Dimensions. Generally describe the impact area of your project and provide dimensions of your project, including linear feet, distance the work will encroach into the waterbody, as well as extend away from the water body. Use the high water mark as a point of measure. If you are unsure of the high water mark or it isn't applicable to the project, specify another point of measure.

9. Vegetation. Vegetation is important for bank stability and maintaining water quality. Most agencies require that only the vegetation necessary to conduct the work be removed. Describe the vegetation present at the site. Reseeding and replanting is usually required; describe your plan to re-vegetate the area in question #12.

10. Materials. What materials are going to be used for your project? Where were they obtained? How much are you planning to use? All materials used must be of adequate size and dimension for the project and be free of pollutants. If streambed or other materials are removed from the bed of a stream, they must be removed from the area so they don't reenter the stream. When possible, choose materials that are natural to the area to construct your project.

11. Equipment. List all equipment that will be used for construction of the project. How will the equipment be used on the bank and/or in the waterbody? Make sure your equipment is clean and free of excess grease, weeds, and weed seeds before using it in the waterway. To prevent the spread of whirling disease, remove all mud and aquatic plants from heavy machinery and other equipment before moving between waters and work sites. Drain water from machinery and let machinery dry before moving to another location.

12. Consider the impacts of the proposed project, even if they are temporary. All projects create impacts. Projects must be designed and constructed in a manner that minimizes impacts and keeps natural rivers and streams in as natural a state as possible. Use the space provided to describe what you plan to do to minimize the impact of the proposed project during and after construction. Examples would include sediment fences along the bank or below the proposed work, coffer dams to direct flow away from the project area, fish friendly diversions or stream crossings, re-vegetating disturbed areas, timing of the project, designing projects to fit into the natural area, minimizing disturbance, or care in selection of sites and methods used to construct the project.

13. Describe anticipated beneficial natural resource benefits that will occur as a result of your project, such as improved water quality, improved riparian vegetation, improved fish habitat, etc.

14. List other projects you considered before selecting the project for which you are applying. Describe the reason why you chose the project you selected.

For 310 applicants only: The criteria listed below will be used by an inspection team and the conservation district in reviewing your application. In addition to filling out this question, during the review process, you may be requested to

provide more specific information about the alternatives you considered. The kind of information that may be requested from you may include, but is not limited to:

a. Other reasonable alternatives that may have been considered prior to selecting the project described in the application.
b. Costs of the alternatives.
c. Impacts of the alternatives, including:
    1. Sedimentation and/or erosion.
    2. Stream channel alterations.
    3. Disturbance to vegetation.
    4. Water quality changes (during and after construction).
    5. Stream flow changes.
    6. Fish and aquatic habitat.
    7. Changes to the natural condition of the area.

D. ADDITIONAL INFORMATION FOR SECTION 404, SECTION 10, AND FLOODPLAIN PERMITS.
Information in Section D is specific to Section 404, Section 10, and Floodplain permits. Answer Questions 1-3 if you are applying for a Section 404 or Section 10 permit from the US Army Corps of Engineers. Answer Questions 3-6 if you are applying for a Floodplain Permit from the local floodplain administrator. (Question 3 is required for both.)

1. See definitions listed below for aquatic areas, wetlands, fill material, and how to calculate materials and impacted areas.

2. See definition of compensatory mitigation below.

3. Attach a list of adjacent property owners and their mailing addresses. This includes properties adjacent to and across from the project site. Be advised that many communities require a certified adjoining property owner list. (You can get this information from the community's planning/zoning/GIS office or through a title company). At its discretion, the permitting agency may contact these landowners.

4. For floodplain permits, all local, state, and federal permits must be in place before a floodplain permit can be issued. Provide copies of each issued, waived, denied, or pending permits.

5. If your project site is in a designated floodplain, the waterway will have a Flood Insurance Study (FIS) map and/or floodplain map number (FHBM, FIRM, DFIRM). Contact the local floodplain administrator to obtain the number.

6. Check with the local government to see if there are special planning or zoning regulations.

Definitions:

- **Aquatic areas** include (but are not limited to) rivers, streams, creeks, lakes, reservoirs, wetlands, wet meadows, oxbows, and sloughs. Named and unnamed drainages that flow intermittently, as well as streams with perennial flow, are aquatic areas (waters of the United States).
- **Fill material** refers to rock, sand, soil, or any material that replaces an aquatic area with dry land, or changes the bottom elevation of a water body. Prohibited fill material includes junk metal, car bodies, construction debris, trash, etc.
- **Mitigation** means avoiding and/or minimizing impacts to aquatic areas, and compensating for unavoidable impacts. **Compensatory mitigation** refers to replacing aquatic resources that have been lost, with similar aquatic resources. Compensatory mitigation may include creating new, restoring degraded, or enhancing existing aquatic areas.
- **Wetlands** include areas that are inundated or saturated with water long enough to support vegetation typically adapted for life in saturated conditions. Wetlands are generally determined on a site-by-site basis. If you are not sure whether a wetland will be impacted by your proposed project, contact the Corps of Engineers.
- **To calculate impacted area**, measure the length and width that the fill material will occupy. Length x width = area, usually expressed in square feet, square yards or acres. If your project involves a stream, measure the length of bank that will be affected on both sides of the stream.
- **To calculate the volume of material**, measure the length, width, and depth of the fill material. Length x width x depth = volume, usually stated in cubic feet or cubic yards.

ADDITIONAL INFORMATION REQUIRED FOR FLOODPLAIN PERMIT APPLICATIONS:

Provide the following on separate sheets and attach to the floodplain permit application copy of the joint application.

1. A detailed site plan of the proposed project, drawn to scale, showing the following:
    a. Property boundary lines of the subject property and those in the immediate vicinity of the proposed project;
    b. Approximate location of all floodplain boundaries in the vicinity of the proposed project as depicted on the floodplain maps mentioned above;
    c. Location of the existing improvements in the vicinity of the proposed project, including driveways, roads, culverts, bridges, buildings, wells, septic systems, other improvements;
    d. Location of all existing physical features in the vicinity of the proposed project, including ponds, swales, streams, and irrigation ditches;
    e. Location and dimensions of all proposed improvements, including driveways, roads, culverts, bridges, ponds, buildings, wells, and other structures;
    f. Location for all fill that will be brought into the floodplain.
2. A statement specifying the type of material and total amount of fill to be placed within the floodplain along with supporting calculations.
3. A signed and certified statement from a registered professional engineering verifying the following:
    a. The project can withstand a 100-year flood event;
    b. The project will not adversely affect surrounding landowners upstream, downstream, across stream, or adjacent to the proposed project area;
    c. The effect of the proposed project on the 100-year base flood elevation.

SIGNATURE REQUIREMENTS:

***If you are a landowner** submitting this application and proposing to undertake a project on your own behalf, please sign and date both the "Signature of Applicant" and "Signature of Landowner" lines.

***If you are a contractor/agent** acting as an agent on behalf of a landowner, please sign and date only the line designated "Signature of Agent" and indicate your title. The landowner must sign and date the "Signature of Applicant" and "Signature of Landowner" lines to indicate authorization for you to act on his/her behalf.

***If a utility company submits this application**, a representative of the company should sign and date the "Signature of Applicant" line. Landowner signatures are not required.

DISPUTES:

For 310 permit applicants: If you disagree with the conservation district's decision to approve, modify, or deny your permit, you may request arbitration to settle the dispute, or you may seek judicial review in district court. The conservation district will provide you with more information with their permit decision.

If you disagree with the conservation district jurisdictional issues, and wish a formal decision from the conservation district, you should petition the conservation district for a declaratory ruling (see 75-7-125, MCA, for more information). If this petition is submitted while you have a pending application before the conservation district, you should ask for an extension of time while the conservation district is processing the declaratory ruling petition.

Revised: 7/2/2008 (310 form 270) Form may be downloaded from: www.dnrc.mt.gov/permits/default.asp	**AGENCY USE ONLY**: Application # _____ Date Received _____ Date Accepted _____/ Initials _____ Date Forwarded to DFWP _____

JOINT APPLICATION FOR PROPOSED WORK IN MONTANA'S STREAMS, WETLANDS, FLOODPLAINS, AND OTHER WATER BODIES

Use this form to apply for one or all local, state, or federal permits listed below. "Information for Applicant" includes agency contacts and instructions for completing this application. T**o avoid delays**, submit all required information, including **a project site map and drawings.** Incomplete applications will result in the delay of the application process. **Other laws may apply**. It is the applicant's responsibility to obtain all permits and landowner permission, when applicable, before beginning work.

✓	PERMIT	AGENCY	FEE
	310 Permit	Local Conservation District	No Fee
	SPA 124 Permit	Department of Fish, Wildlife and Parks	No Fee
	Floodplain Permit	Local Floodplain Administrator	Varies by city/county ($25 - $500+)
	Section 404 Permit, Section 10 Permit	U. S. Army Corps of Engineers	Varies ($0 - $100)
	318 Authorization 401 Certification	Department of Environmental Quality	$150 (318); $300 - $10,000 (401)
	Navigable Rivers Land Use License or Easement	Department of Natural Resources and Conservation, Trust Lands Management Division	License $25; Easement $50, plus annual fee

A. APPLICANT INFORMATION

NAME OF **APPLICANT:**_____
Has the landowner consented to this project? □ Yes □ No
Mailing Address: _____Day Phone: _____
Physical Address: _____ Evening phone: _____
City/State/Zip: _____ E-Mail: _____

NAME OF **LANDOWNER** (if different from applicant):_____
Mailing Address: _____Day Phone: _____
Physical Address: _____Evening Phone: _____
City/State/Zip: _____ E-Mail: _____

NAME OF **CONTRACTOR/AGENT (if one is used)**:_____
Mailing Address: _____Day Phone: _____
Physical Address: _____Evening Phone: _____
City/State/Zip: _____ E-Mail: _____

B. PROJECT SITE INFORMATION

NAME OF **STREAM** or **WATER BODY** at project location _____ Nearest Town _____
Address/Location:_____Geocode (if available): _____
____1/4 ____1/4 ____1/4, Section _____, Township _____, Range _____ County _____
Longitude _____, Latitude _____

The state owns the beds of certain state navigable waterways. Is this a state navigable waterway? Yes or No. If yes, send copy of this application to appropriate DNRC land office – see Information for Applicant.

ATTACH A PROJECT SITE MAP OR A SKETCH that includes: 1) the water body where the project will take place, roads, tributaries, landmarks; 2) a circled "X" representing the exact project location. IF NOT CLEARLY STATED ON THE MAP OR SKETCH, **PROVIDE WRITTEN DIRECTIONS TO THE SITE**:

This space is for all Department of Transportation and SPA 124 permits (government projects).
Project Name _____
Control Number _____ Contract letting date _____
MEPA/NEPA Compliance ☐ Yes ☐ No If yes, #13 of this application does not apply.

C. PROJECT INFORMATION

1. **TYPE OF PROJECT** (check all that apply)

☐ Bridge/Culvert/Ford Construction	☐ Fish Habitat	☐ Mining
☐ Bridge/Culvert/Ford Removal	☐ Recreation (docks, marinas, etc.)	☐ Dredging
☐ Road Construction/Maintenance	☐ New Residential Structure	☐ Core Drill
☐ Bank Stabilization/Alteration	☐ Manufactured Home	☐ Placement of Fill
☐ Flood Protection	☐ Improvement to Existing Structure	☐ Diversion Dam
☐ Channel Alteration	☐ Commercial Structure	☐ Utilities
☐ Irrigation Structure	☐ Wetland Alteration	☐ Pond
☐ Water Well/Cistern	☐ Temporary Construction Access	☐ Debris Removal
☐ Excavation/Pit	☐ Other _____	

2. **PLAN OR DRAWING** of the proposed project **MUST** be attached. **This plan or drawing must include**:

- a plan view (looking at the project from above)
- dimensions of the project (height, width, depth in feet)
- location of storage or stockpile materials
- drainage facilities
- an arrow indicating north
- a cross section or profile view
- an elevation view
- dimensions and location of fill or excavation sites
- location of existing or proposed structures, such as buildings, utilities, roads, or bridges

3. **IS THIS APPLICATION FOR** an annual maintenance permit? ☐ Yes ☐ No
(If yes, an annual plan of operation must be attached to this application – see "Information for Applicant")

4. **PROPOSED CONSTRUCTION DATE**. Include a project timeline. Start date _____/_____/_____
Finish date_____/_____/_____ Is any portion of the work already completed? ☐ Yes ☐ No
(If yes, describe the completed work.)

5. **WHAT IS THE PURPOSE** of the proposed project?

6. **WHAT IS THE CURRENT CONDITION** of the proposed project site? Include a description of the existing vegetation, bank condition, bank slope, and height. What other structures are nearby?

7. **PROVIDE A BRIEF DESCRIPTION** of the proposed project.

8. **PROJECT DIMENSIONS**. How many linear feet of bank will be impacted? How far will the proposed project encroach into and extend away from the water body?

9. **VEGETATION**. What type and how much vegetation will be removed or covered with fill material?

10. **MATERIALS**. Describe the materials to be used and how much.

Cubic yards/Linear feet	Size and Type	Source

11. **EQUIPMENT**. What equipment is proposed to be used for the work? Where and how will the equipment be used on the stream bank and/or the waterbody?

12. **CONSIDER THE IMPACTS** OF THE PROPOSED PROJECT, EVEN IF TEMPORARY. Describe planned efforts during and after construction to:

- Minimize erosion, sedimentation, or turbidity?
- Minimize stream channel alterations?
- Minimize effects to stream flow or water quality caused by materials used or removal of ground cover?
- Minimize effects on fish and aquatic habitat?
- Minimize risks of flooding or erosion problems upstream and downstream?
- Revegetate/protect existing vegetation and control weeds?

13. **WHAT ARE THE NATURAL RESOURCE BENEFITS** of the proposed project?

14. **LIST ALTERNATIVES** to the proposed project. Why was the proposed alternative selected?

D. ADDITIONAL INFORMATION FOR SECTION 404, SECTION 10, AND FLOODPLAIN PERMITS. If applying for a Section 404 or Section 10 permit, fill out questions 1-3. If applying for a floodplain permit, fill out questions 3-6. (Additional information is required for floodplain permits – See "Information for Applicant.")

1. Will the project involve placement of fill material in a wetland? If yes, describe. How much wetland area will be filled? Calculate the area impacted by fill activity or other disturbance. Note: A delineation of the wetland may be required.

2. If there is a plan for compensatory mitigation, describe the location, type, and amount of proposed mitigation. Attach additional sheet if necessary.

3. List the names and address of landowners adjacent to the project site. This includes properties adjacent to and across from the project site. (Some floodplain communities require certified adjoining landowner lists).

_____

_____

_____

4. List all applicable local, state, and federal permits and indicate whether they were issued, waived, denied, or pending. Note: All required local, state, and federal permits, or proof of a waiver, must be issued prior to the issuance of a floodplain permit.

5. Floodplain Map Number _____

6. Does this project comply with local planning or zoning regulations? ☐ Yes ☐ No

E. SIGNATURES/AUTHORIZATIONS

Each agency must have original signatures signed in blue ink.

After completing the form, make the required number of copies and **then sign each copy.** Send the copies with original signatures and additional information required directly to each applicable agency.

The statements contained in this application are true and correct. I possess the authority to undertake the work described herein or I am acting as the duly authorized agent of the landowner. I authorize inspection of the project site after notice by inspection authorities.

APPLICANT:
Print Name: _____

_____
Signature of Applicant Date

LANDOWNER:
Print Name: _____

_____
Signature of Landowner Date

*CONTRACTOR/AGENT:
Print Name: _____

_____
Signature of Contractor/Agent Date

*Contact agency to determine if contractor signature is required.